

# What happens when my District reports are filed late?

SBRC Authority – Iowa Code 257.31(11) – Failure by any school district to provide information as requested for the accomplishment of review is justification for the School Budget Review Committee (SBRC) to instruct director of the department of management to withhold any state aid to that district until the committee's inquiries are satisfied completely.

# Why are we doing this?

- **Fiduciary responsibility –**
  - “Financial reporting should assist in fulfilling the government’s duty to be publicly accountable and should enable users to assess that accountability.”
- **Responsibility for accountability over Federal Funds –**
  - “Financial reporting should provide for both fiscal control and fund accounting procedures that insure proper disbursement of and accounting for Federal funds.”

# Who uses the data we report?

- **Public Data**
- **Federal –**
  - Aggregate SEA report combines data from all LEAs and AEAs
  - Federal funding is determined from the data we report
- **State –**
  - Senate, House, Governor
  - Other departments within the DE

- **Others**

- Local taxpayers
- Other local government units
- Other states
- Studies and reports by third parties
  - Annual Report published by Education Week – Quality Counts
    - Uses the most recent data available to grade states on how adequately and equitably they fund education

# **Good Data = Good Decisions**

- **Consistent, comparable, and accurate data**
  - Federal
  - State
  - Local/District

Uniform Financial Accounting  
Chart of Accounts Structure  
Certified Annual Report

# Financial Reporting

- Governmental Accounting Standards Board (GASB)
- Statutory reporting requirements (federal & state)
- Uniform Financial Accounting and COA

One of the **duties of the Department of Education** is to **prepare forms and procedures** as necessary to be used by district boards, school officials, principals, teachers, and other employees, and **to insure uniformity, accuracy, and efficiency in keeping records** in both pupil and cost accounting, the execution of contracts, and the submission of reports, and notify the district board or school authorities when a report has not been filed in the manner or on the dates prescribed by law or by rule that the school will not be accredited until the report has been properly filed (256.9(18)).

# Accounting Concepts - GAAP

- Basic Concepts
  - debits = credits
- Terminology and Methods
  - Example: Basis of Accounting
    - Receipts and disbursements
    - Revenues and expenditures
    - Income and expenses
  - Example: How to determine inventory value
  - Example: Depreciation methods



# Testing your accounts

- Review **Color-Coded Minimum Chart of Accounts Reference Guide** and **Chapter 6 UFA 2004**.
- Review account codes and correct as needed.
- Create upload file.
- Test account structures:

[www.edinfo.state.ia.us](http://www.edinfo.state.ia.us)

(open through July 15, 2006)

- Verify that all accounts (records) have been tested.
- Verify that your accounting system will save all COA records in one file.



# Expenditures – What am I trying to report?

- Fund – Used to define each mutually exclusive accounting entity as required by statute or funding source.
- Project – Used to group accounts for budget purposes; where applicable ties an expenditure to the related federal or state funding source.
- Function – Used to define the character of the expenditure and it's relationship to student instruction.
- Program – Used to define an instructional expenditure in more detail.
- Object – Used to define what product or service is being purchased.

# Account ID & Required Dimensions

- 1 - Current Assets (Fund, Facility\*, Project, Account)
- 2 - Long Term Assets (Fund, Facility\*, Project, Account)
- 3 - Other Assets (Fund, Facility\*, Project, Account)
- 4 - Current Liabilities (Fund, Facility\*, Project, Account)
- 5 - Long Term Liabilities (Fund, Facility\*, Project, Account)
- 6 - Other Liabilities (Fund, Facility\*, Project, Account)
- 7 - Fund Balances (Fund, Facility\*, Project, Account)
- 8 - Revenues (Fund, Facility, Program\*, Project, Source)
- 9 - Expenditures (Fund, Facility, Function, Program, Project, Object)

\*Optional but recommended for special reporting (i.e. Special Ed Supplement)

# Comma Delimited File

## What does it look like?

6030,0,00,0000,0000,000,0000,000,0000,000,0

6030,1,33,,0000,,101,0

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6030,1,33,,8261,,101,0

6030,4,33,,0000,,421,0

6030,7,33,,0000,,739,0

6030,8,33,0000,,000,0000,,1121,,0

6030,8,33,0000,,000,0000,,1510,,0

6030,8,33,0000,,000,8261,,5113,,0

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6030,9,99,9999,9999,999,9999,999,9999,999,29



# Iowa Department of Education



		Form: <input type="text" value="CAR Status Page"/>	<input type="button" value="Go"/>	<input type="button" value="Exit"/>
<input type="text"/>	<input type="button" value="Go"/>	District: School: <b>0000</b> Name: <b>School District</b>		

**Your file has been uploaded successfully without errors.**

Errors	Successful Records
0	521

Use this page to commit different stages of error checking on your uploaded file.  
You must click thru the stages starting from 1 to 3.  
If you have any errors you can correct those errors in your file and upload the file again.  
You must run thru all the error checks and have no errors to have a successful file.

**Your file has uploaded successfully with no errors!**

Stage 1	Stage 2	Stage 3
COMPLETE	COMPLETE	COMPLETE

Please contact [Su McCurdy](#) by email or phone (515)281-4738  
or [Janice Evans](#) by email or phone (515)281-4740  
or [Denise Ragias](#) by email or phone (515)281-4600  
or [Deb Schroeder](#) by email or phone (515)281-4741  
with questions regarding this form.

# Certified Annual Report Process

- Process all accounting entries (adjustments and accruals).
- Create upload file (single file includes all accounts/all funds).
- CAR upload site opens August 1, 2006.

[www.edinfo.state.ia.us](http://www.edinfo.state.ia.us)

- Process account structure testing.
- Open reports and verify balances to ledgers.

**Repeat process until CAR is complete and accurate.**

- Complete remaining web reports.
- Certify by September 15, 2006.

# Steps to complete and finalize your CAR

- Verify Balances to Ledgers – Web Reports
  - Balance Sheet by Fund
  - Revenues by Fund/Source
  - Expenditures by Fund/Function/Object

# Steps to complete and finalize your CAR

- Other reports to complete:
  - Due August 1
    - Foster Care Claim
    - Juvenile Home Claim
  - Due September 15<sup>th</sup>
    - Student Attendance
    - Gifted and Talented (TAG)
    - Personnel & Medicaid
    - Replacement Cost of Educational Facilities
    - Elections (3)
    - Special Ed Support Expenditure (AEA only)



# Reminders, Helps, & Resources

# Beginning Balances

- Beginning Fund Balance Accounts
  - FY 05 CAR on Web
  - Adjust BFB to FY 05
    - Upward adjustment - Source
    - Downward adjustment – Function/Object
- Reserved Fund Balances
  - Phase III, Technology, Iowa Early Intervention, and TAG


# Methods and Rules

- Expenditures from appropriate Fund
  - Uniform Administrative Procedures for LEAs/AEAs

# Interagency Transactions

- Student Tuition
- Purchased Services
- Shared Contracts
  - Receipts and Payments
  - Personnel & Medicaid Costing Detail

# Instructional vs. Activity Expenditures in the General Fund

- Nature of expenditure
  - Instructional = Program 100
    -  Define a separate 1XX Program Dimension for vocal and instrumental music, respectively – No Project Code
  - Activity = Program 9XX and 6XXX-7XXX Project Codes

# Fund Balance Account Dimension

- Governmental Funds = 739
  - Includes Student Activity Fund unless otherwise designated or reserved
- Proprietary or Trust Funds = 76X
- Agency Funds do not have fund balances
  - Accounts payable or accounts receivable

- Revenue recognition rule = 60 days
- Entries required for Fund 08 (Fixed Assets) (replaces Non-Fiscal Form 3)
- Entries required for Fund 09 (Long-Term Debt) if your district has outstanding debt (replaces Non-Fiscal Form 4)
- Use appropriate function codes in proprietary and trust funds
- Negative balances allowed in contra and intra-fund expenditure accounts only
- Project Codes 8001-9999 are district defined
- Proceeds on sale or disposal of fixed assets
  - Government funds – Source 531X (proceeds from sale or disposal)
  - Proprietary funds – Source 193X (gain on sale)
  - Proprietary funds – Object Code 940 (loss on sale or disposal)
- Record ISCAP interest earned and paid at gross
- Short-term borrowing – balance sheet only, Account 45X, for principal received and repaid; interest paid is Function 25XX Object 832
- Printing and laminating paid to the AEA
  - Interagency purchased services, Object Code 594

- School Nutrition Fund
  - All revenues and expenditures are recorded in Fund 61
  - Support from General Fund is recorded as a fund transfer
  - Program Code = 000
  - Project Code normally = 0000
- Property/Casualty Insurance (Object Codes 26X and 52X)
  - Work Comp
    - Code according to respective employee's function and program
  - General Liability
  - Property (including maintenance vehicles)
  - Property – transportation vehicles
  - Inland Marine
  - Errors and Omissions
- Special Program Staff – Account for other funding sources (i.e. Phase I & II, etc.) included in salary and benefits expenditures



- Equipment or supply? –
  - See Appendix E
  - Object Code 73X for equipment
    - Lower \$ threshold than GASB 34
- Special ed and Medicaid related expenditures
  - See Appendix H
  - Claimed by LEAs for AEAs or other LEAs
- Entries for General Obligation, Revenue, and Refunding Bonds
  - See Appendix H
  - Entry for payment to sinking fund:
    - debit 40 101XXXX
    - credit 40 0000 5233 000 XXXX
    - debit 33 0000 6240 000 XXXX 910
    - credit 33 101 XXXX
- Transfers between activity accounts
  - debit 21 739 000 XXXX (transferring account)
  - credit 21 739 000 XXXX (receiving account)

# Personnel and Medicaid Costing

- Report all salaries in appropriate functions/objects
- Calculate **annual** hours
- Determine FTEs
  - Do not count FTE for miscellaneous payments (stipends)
    - Extra pay for curriculum work
      - Appropriate function/object
      - Use project codes for budgetary classification

# Gifted and Talented Program

- Other District allocations to TAG
- Donations (Source Codes 1920-1929 & 6420)
- Other Categorical Funding & Grant Sources
  - i.e. Phase I and II included in salaries on line 7

# Student Attendance

- ADA/ADM
  - ADM should be less than Student Count
  - ADA should be less than ADM
- Student contact days only
  - Exclude parent/teacher conference days from attendance
- After school instruction
- Summer school instruction



# Reminders!

- Install software updates promptly
- One upload file – all accounts from all funds must be included in one comma delimited text file
- Balance all reports to the general ledger
- Review all reports for accuracy and completeness
- Certify by September 15, 2006

# UFA and COA Assistance and Resources

- Please include your **district name and phone number** on all e-mail requests
- School Finance Team E-Mail
  - Coding and Upload Questions:
    - Janice Evans – [janice.evans@iowa.gov](mailto:janice.evans@iowa.gov)
    - Denise Ragias – [denise.ragias@iowa.gov](mailto:denise.ragias@iowa.gov)
    - Deb Schroeder – [deb.schroeder@iowa.gov](mailto:deb.schroeder@iowa.gov)
  - Questions on legal interpretations and appropriate use of funds
    - Su McCurdy – [su.mccurdy@iowa.gov](mailto:su.mccurdy@iowa.gov)
- [www.state.ia.us/educate/fis/sft/index.html](http://www.state.ia.us/educate/fis/sft/index.html)
  - Minimum Chart of Account Quick Reference Guide
  - Uniform Financial Accounting Manual – 2004 Edition
  - Uniform Administrative Procedures for LEAs (AEAs)
- Workshops available on request